



**DRC INSIGHT™** MISSISSIPPI

# Portal User Guide

**For the MAAP Grades 3-8 and  
EOC Assessments**

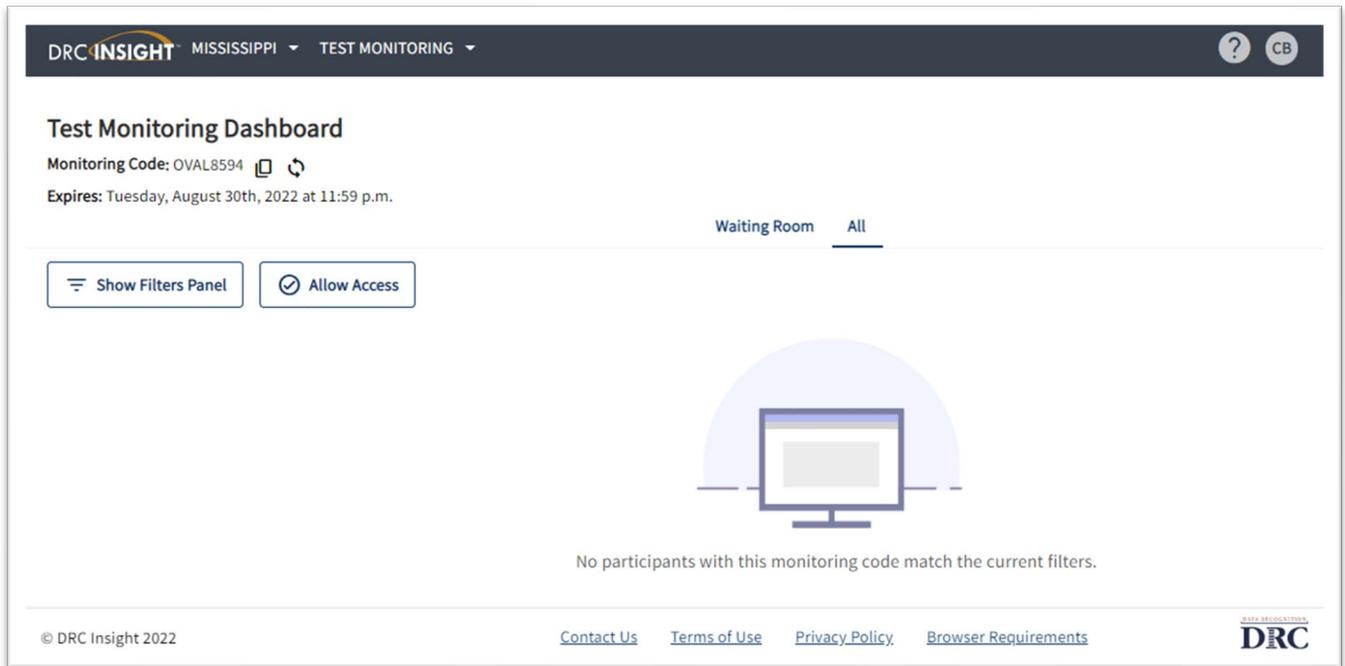
DRC Customer Service  
[MSHelpDesk@datarecognitioncorp.com](mailto:MSHelpDesk@datarecognitioncorp.com)  
1-888-476-0264

Updated December 2024

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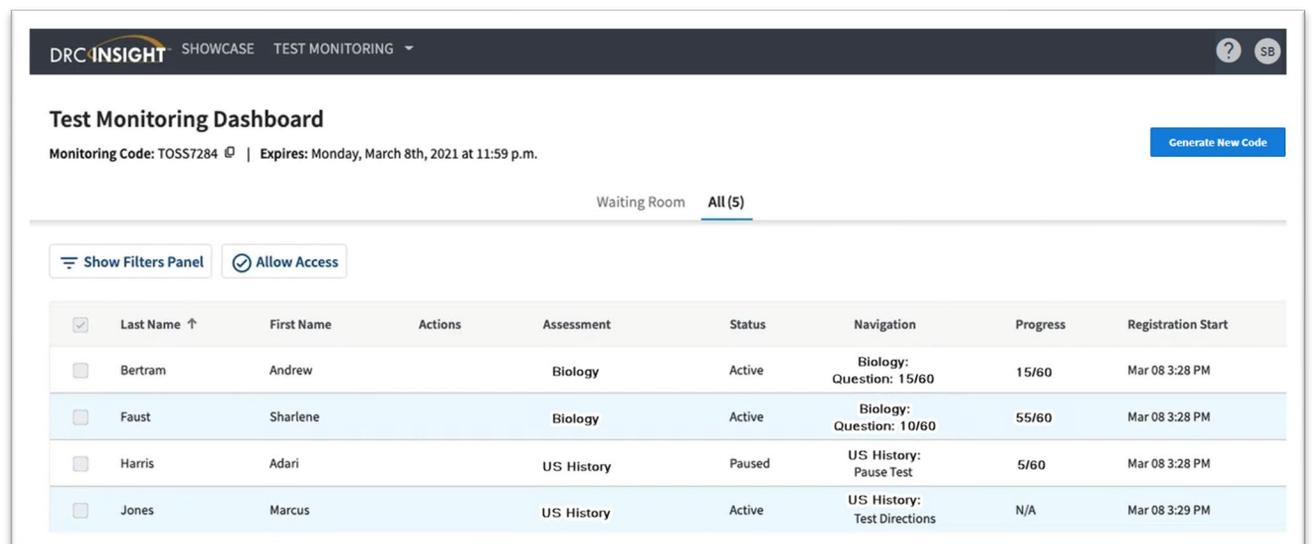
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The Test Monitoring page in the Portal is also where students and their test statuses will appear once they enter the monitoring code and begin testing. If you choose to use the Restricted Access feature, students will first appear on the Waiting Room tab. Restricted Access means students will need to wait for the test monitor to allow them to begin testing. When you are ready, allow the students in the Waiting Room to begin testing. Once students begin actively testing, they will appear on the All tab. Progress is the number of answers the participant has submitted out of the expected number of answers for that part of the test. N/A will appear when the participant has not yet begun testing. Navigation is the part of the test and screen that the participant is currently viewing in the Test Engine. .... 25



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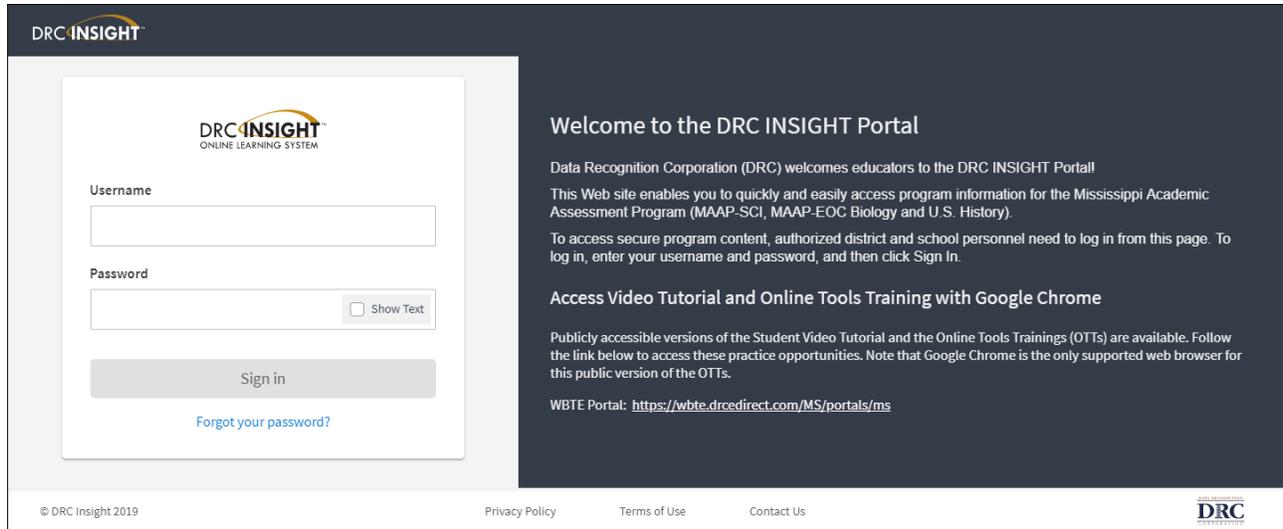
# Introduction

## What’s Covered in This Guide

This user guide provides information about how to use the Portal, the interface to the administrative functions of the DRC INSIGHT Online Learning System.

## Logging In and Navigation

### Logging In



To access the Portal home page, enter the URL <https://www.drctedirect.com/all/eca-portal-ui/welcome/MS> in your supported browser.

To log on to Portal, you must have a username and a password. When an administrator creates a Portal user account, the user automatically receives an email from DRC containing a link to activate the account and to set a Portal password.

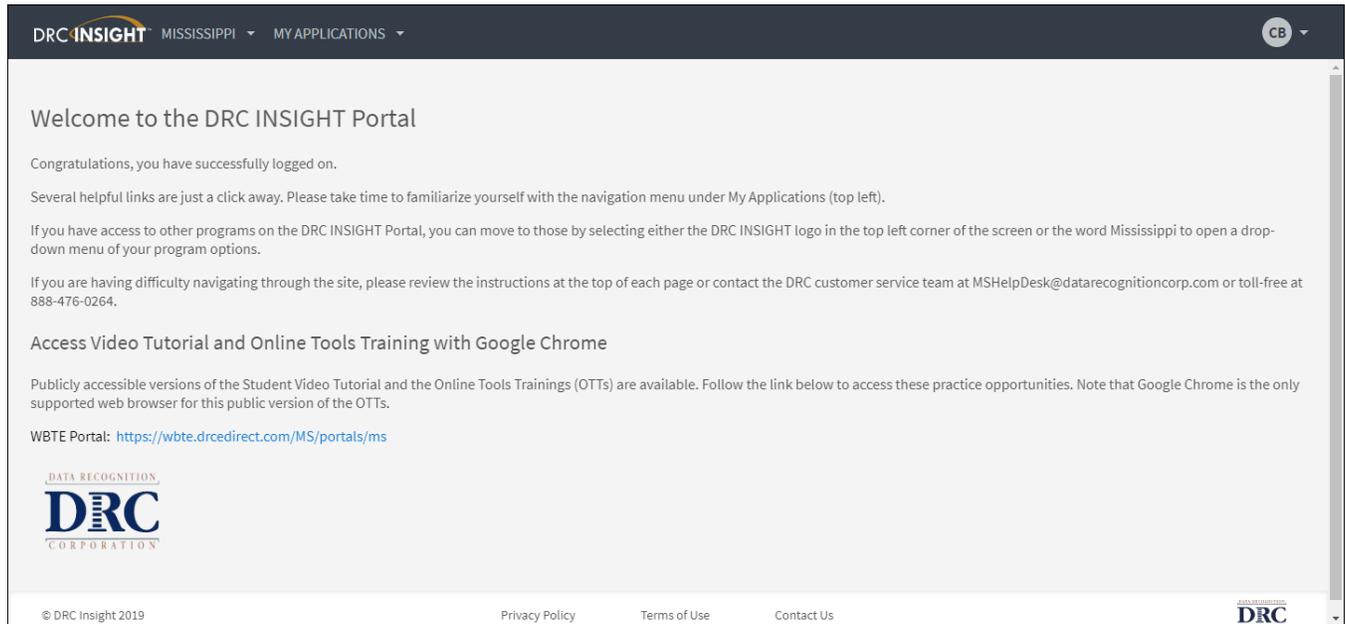
**Note:** Within 24 hours of receiving the email, you must log in to activate your account and set your password. After 24 hours, the password expires, and the account must be reset.

The final step in the initial login process is to read and acknowledge the Security and Confidentiality Agreement for DRC Applications. You must agree to the conditions of this agreement to use the Portal.

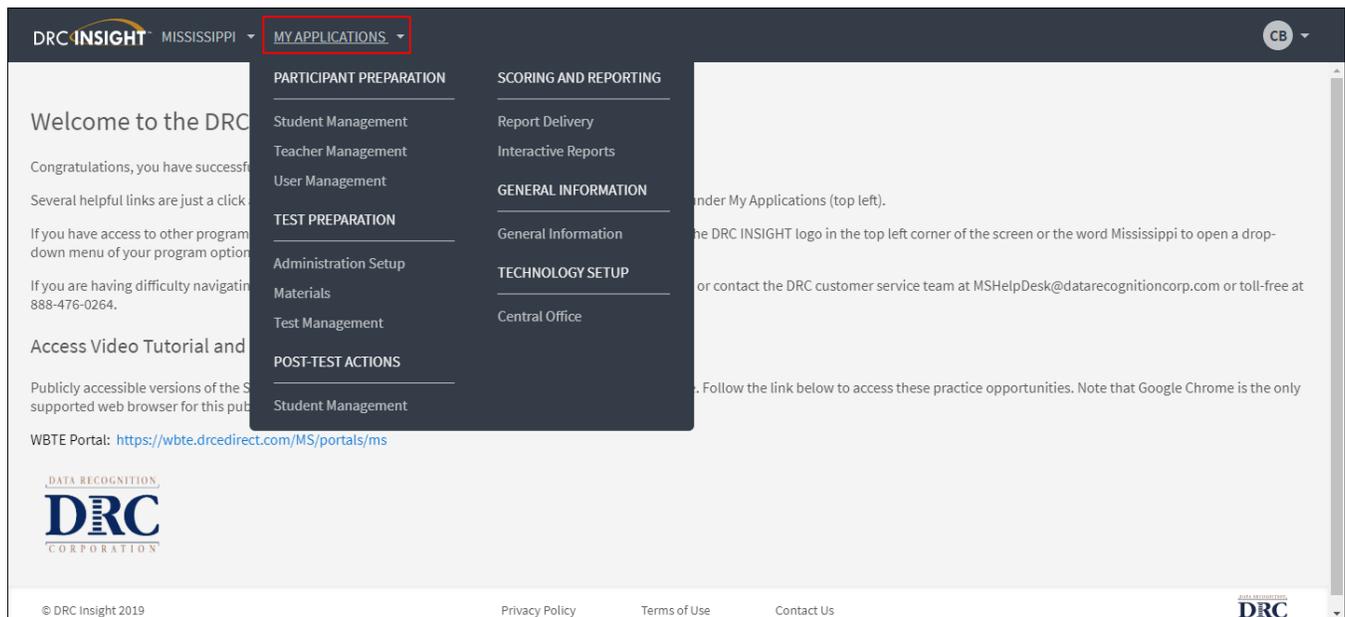
If you have trouble logging in, select [Forgot your password?](#) under the Log In button and follow the prompts.

## Navigation

The image below shows the homepage after login.



From this screen, access the various menu options by selecting “My Applications”.



**Helpful Hint:** Throughout the Portal there are built-in instructions for using each feature. Anytime you see

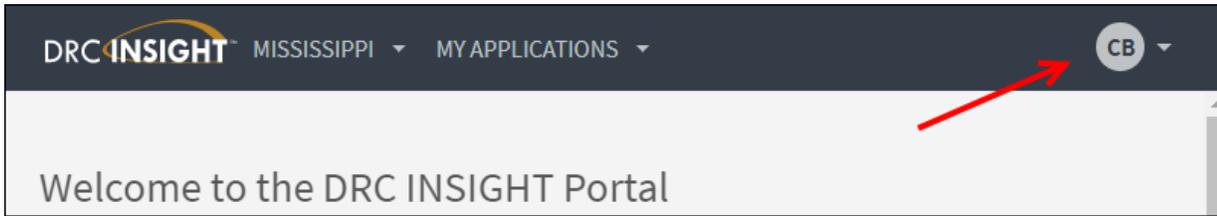
 [Instructions](#), select the plus sign and the instructions expand for further reading.

## Grid Functionality

Throughout the Portal, anytime a grid is displayed, it is organized and arranged based on default settings. The information displayed in the grid can be rearranged by selecting a column header or by selecting and dragging the column to a new position so the order in which the columns are displayed changes.

## Managing Your Account

To update your username, email address, name, or password, select your initials in the top right corner of the screen for options to edit your profile and change your password, as needed.



## Managing Users

The User Administration screen is accessed from the User Management menu option. DTCs have the responsibility to set up additional users in their districts. All STCs and TAs who will administer the online tests must be set up in the Portal and given the appropriate permissions. STCs also can set up TAs if given the appropriate permission by their DTC. Technology Coordinators responsible for downloading, installing, and configuring testing software must be set up in the Portal as well.

## Permissions

The following table contains descriptions of the Portal permissions or functions that are available and which roles should be granted access to those permissions.

Permission Name	Description	DTC (District)	Tech (District Tech. Coord.)	STC (School)	TA (Test Admin.)
Administrator	Allows user to add/edit user accounts and profiles	X		X	
Documents - View	Allows user to view documents, presentations, and manuals	X	X	X	X
DRC IRS – Access	Allows users access to DRC INSIGHT Interactive Reporting system	X			
DRC IRS – District	Allows users District-level access to DRC INSIGHT Interactive Reporting system	X			
DRC IRS - School	Allows users School-level access to DRC INSIGHT Interactive Reporting system	X			
Enrollment – Primary Window	Allows users access to enrollments during the primary window	X			
Materials - Additional - Primary Window	Allows user access to additional materials during the primary window	X			
Materials - Additional - View/Edit	Allows user to enter, view, and modify Additional Materials orders via the Client Entry screen.	X			
Online Testing - Secured Resources	Allows user to view secured online testing downloads and tutorials	X	X		
Reports - View District Files	Allows user to view district reports	X			
Reports - View School Files	Allows user to view school reports	X			
Status Reports - District Reports	Allows access to District-level Status Reports as noted in the Online Testing Reports Configuration document for the specific state	X			
Students – Add/Edit	Allows user to add/edit students and student data	X		X	
Students – Download Students	Allows user to download a list of student information for all students in a school	X		X	
Students – Search/View (to use any of the other Students permissions you MUST also have Students-Search/View)	Allows user to search/view student data and download search results	X		X	
Students - Upload	Allows user to upload a list of students and student data	X		X	

Permission Name	Description	DTC (District)	Tech (District Tech. Coord.)	STC (School)	TA (Test Admin.)
Teachers - Add/Edit	Allows user to add/edit teachers that have students testing	X		X	
Teachers - Search/View (to use any of the other Teacher permissions you MUST also have Teacher- Search/View)	Allows user to search/view teacher data and download search results	X		X	
Teachers – Upload	Allows user to upload teachers that have students testing online	X		X	
Test Session – Add/Edit	Allows user to add, edit, and delete test sessions	X		X	
Test Session – Search/View (to use any of the other Test Session permissions you MUST also have Test Session- Search/View)	Allows user to search/view test sessions and download search results	X		X	
Test Session - Status Summary	Allows user to view testing status summary information	X		X	
Test Session – Upload	Allows user to upload a list of test sessions for purposes of adding or editing test sessions	X		X	
Test Setup – Central Office Services	Allow users to configure a computer or other approved device to use for testing	X	X	X	
Test Setup - Primary Window	Allows user access to Test Setup during the primary window	X		X	X
Test Setup - View Student Status	Allows user to view test status by student	X		X	X
Test Tickets - Invalidate/Validate	Allows user to invalidate or validate a student's test for the purposes of flagging the test results as invalid	X			
Test Tickets - Unlock	Allows user to unlock student test login ticket after a student's test status is "Completed" or the student test login ticket is "Locked"	X			
Test Tickets - View Questions Attempted	Allows user to see hover text over the Status column - the text "x of y Questions Attempted" will be displayed in the hover text.	X		X	
Test Tickets – View/Print	Allows user to print student test login tickets and view individual ticket statuses	X		X	
View Reports - Download - District/School	Allows user to download all reports for a district or school for an administration.	X			

## Add a New User

To add a new user, select My Applications and User Management.

1. Select the Add Single Usertab.
2. Fill in the form for the new user.
3. Choose an Administration and Role for the new user.
4. Choose the appropriate District and School (this may pre-populate based on your permissions).
5. Select the appropriate permissions from the Available Permissions list on the left and move to the right to the Assigned Permissions list using the single arrow to move one permission at a time or the double arrows to move all permissions together. There are two shortcuts available for selecting permissions for manually added users:
  - Permission-sets are available by role. Once you select the User Role from the drop-down menu, a new "Permission-set" drop-down menu appears. Select the appropriate permission-set role from the menu. The permissions recommended for that role are highlighted within the available permissions box. Select the single arrow pointing to the right to move all highlighted permissions to the Assigned Permissions box. Please review the assigned permissions to be sure these are the appropriate permissions for this specific user. You may still add or remove individual permissions for the user.
  - You may also clone permissions from another user you have already set up. To do this, select the Clone icon . Search for the user you would like to clone and select the blue circle next to that person's name. Please review the assigned permissions to be sure these are the appropriate permissions for this specific user. You may still add or remove individual permissions for the user.
6. Save when you are finished.

## User Administration

Edit User

Add Single User

Upload Multiple Users

\* Indicates required fields

First Name  \* Middle Initial  Last Name  \*

Email Address  \*

Administration  \* User Role  \*

District  School

 **Tip: When you select a permission, its description will display below the list**

Available Permissions

Administrator  
Administrator - Mass Assign Role  
Documents - Delete  
Documents - Upload  
Documents - View  
eDIRECT Setup - Document and Report  
Edit Student - PreID Data  
Enrollment - Primary Window  
Enrollment - Secondary Window  
Maintain Administration  
Maintain Administration - Edit Applicati



Assigned Permissions

*To see the description, select a permission*

Save

## Upload Multiple New Users

To add multiple new users at the same time, select My Applications and User Management.

1. Select the Upload Multiple Users tab.
2. Using the File Layout and Sample File provided, create an upload file for the users you wish to add.  
**Note:** The file must include a header record (see sample file) and must be in a comma separated file format. The file extension should be '.csv'.
3. Choose an Administration and then browse to select the upload file you created. Then, select Upload.

### User Administration

Edit User   Add Single User   **Upload Multiple Users**

First time? Download the **File Layout** (PDF document) and a **Sample File** (CSV text file).

[Instructions](#)

\* Indicates required fields

Administration  
MAAP-EOC Fall 2018  \*

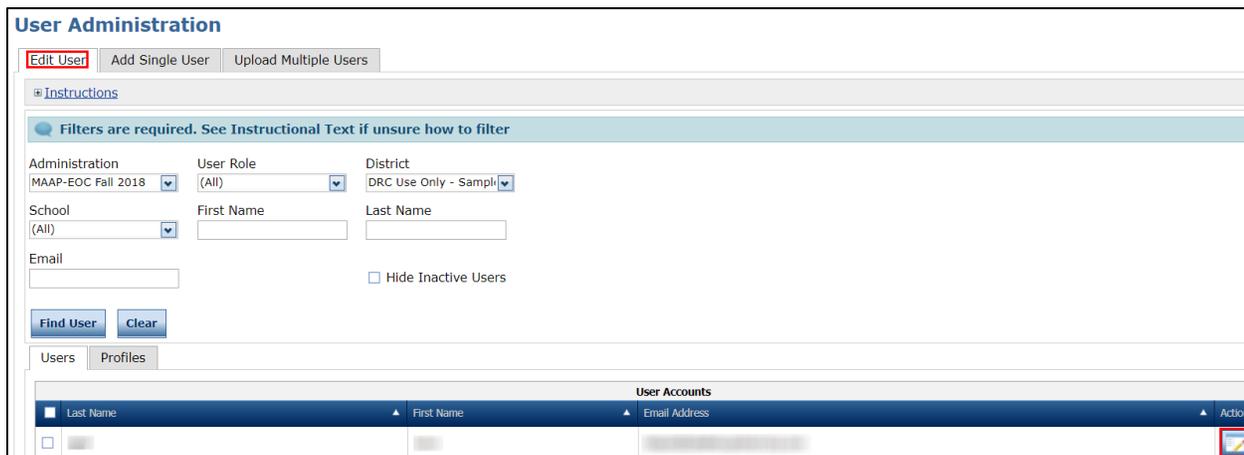
File  
  \*

## Edit Users

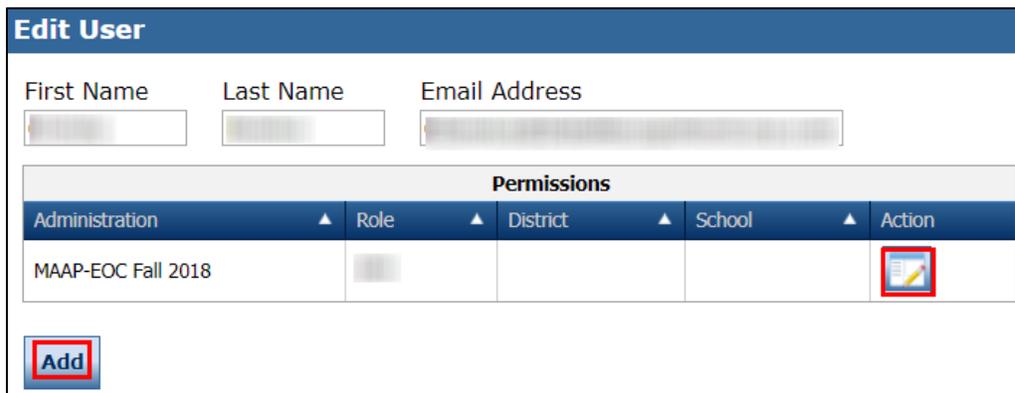
### Editing Single User's Permissions

On the User Management page, select the Edit User tab. Find the user that needs edits using the filters

available. Select the View/Edit action icon  for the user. Then either select the View/Edit icon on an available administration to edit permissions or select the Add button to add permissions to a new administration.



The screenshot shows the 'User Administration' interface. At the top, there are three tabs: 'Edit User' (highlighted with a red box), 'Add Single User', and 'Upload Multiple Users'. Below the tabs is an 'Instructions' section with a message: 'Filters are required. See Instructional Text if unsure how to filter'. The filter section includes dropdown menus for 'Administration' (MAAP-EOC Fall 2018), 'User Role' ((All)), and 'District' (DRC Use Only - Sampl...), as well as text input fields for 'School' ((All)), 'First Name', and 'Last Name'. There is also an 'Email' input field and a checkbox for 'Hide Inactive Users'. Below the filters are 'Find User' and 'Clear' buttons. At the bottom, there are 'Users' and 'Profiles' tabs, and a 'User Accounts' table with columns for 'Last Name', 'First Name', 'Email Address', and 'Action'. A red box highlights the 'Action' column header and a small icon in the bottom right corner of the table.



The screenshot shows the 'Edit User' dialog box. It has a blue header with the title 'Edit User'. Below the header are three input fields: 'First Name', 'Last Name', and 'Email Address'. Below these fields is a table titled 'Permissions'. The table has a dark blue header with columns: 'Administration', 'Role', 'District', 'School', and 'Action'. The first row of the table has the value 'MAAP-EOC Fall 2018' in the 'Administration' column and a small icon in the 'Action' column, which is highlighted with a red box. Below the table is an 'Add' button, also highlighted with a red box.

When the Edit Permissions dialog box displays, select permissions from the Available Permissions list on the left to add to the user, or permissions from the Assigned Permissions list to remove from the user. Use the single arrow to move one permission at a time or the double arrows to move all permissions together. You may also

clone permissions from another user you have set up. To do this, select the Clone icon . Search for the user you would like to clone and select the blue circle next to that person's name. Save when you are finished.

**Note:** If you need to edit a user's email address for a user that can access their account, have that user log in and manage their profile to update their email address. If the user cannot access their account, contact DRC support.

## Adding/Removing Permissions for Multiple Users

From the Edit User tab, permissions can be added or removed for multiple users.

1. Click on the Edit User tab, use the various drop-down menus and fields to enter search criteria to help locate the user(s), click Find User to display a list of users, and select the Profiles tab.
2. Check the checkbox in the left-hand column for each user profile you want to edit.
3. Select the Assign Permissions, Remove Permissions, or Copy to New Administrations buttons at the bottom of the page.

The screenshot shows the 'User Administration' interface. At the top, there are tabs for 'Edit User', 'Add Single User', and 'Upload Multiple Users'. Below this is a section for search filters with dropdown menus for 'Administration' (MAAP-EOC Fall 2018), 'User Role', and 'District' (All). There are also input fields for 'School' (All), 'First Name', and 'Last Name', and a checkbox for 'Hide Inactive Users'. A 'Find User' button and a 'Clear' button are present. Below the filters is a tabbed interface with 'Users' and 'Profiles' tabs. The 'Users' tab is active, showing a table with columns for 'Last Name', 'First Name', and 'Email Address'. A red arrow points to a checkbox in the first row of the table. At the bottom of the interface, there are five buttons: 'Copy to New Administrations', 'Assign Permissions', 'Remove Permissions', 'Assign Role', and 'Export All to Excel'. The first three buttons are highlighted with red boxes.

- a. For the Assign and Remove Permissions buttons, the Permissions dialog displays. Move permissions to the correct box to assign or remove permissions from all selected users. Click Save when you are finished to save your changes or Cancel to cancel them.
- b. The Copy to New Administrations feature allows you to add the selected users to a new administration with all the permissions that they have in the current administration. When the dialog box opens, select the new administration for the selected users. Click Submit.

## Inactivating and Re-activating User Accounts

Portal users can be inactivated, as needed, so that they no longer have access to the Portal. Users are typically inactivated when their employment ends or job responsibilities change.

1. Click on the Edit User tab, use the various drop-down menus and fields to enter search criteria to help locate the user, and select Find User.
2. In the Action column, click the Inactivate icon  for the user you want to inactivate.

The screenshot shows a portion of the 'User Administration' interface, specifically the 'Users' tab. It displays a table with columns for 'Last Name', 'First Name', and 'Action'. The first row of the table has a checkbox in the first column and an 'Action' icon in the third column, which is highlighted with a red box. The 'Action' icon is a person silhouette with a red 'X' over it, representing the inactivate function.

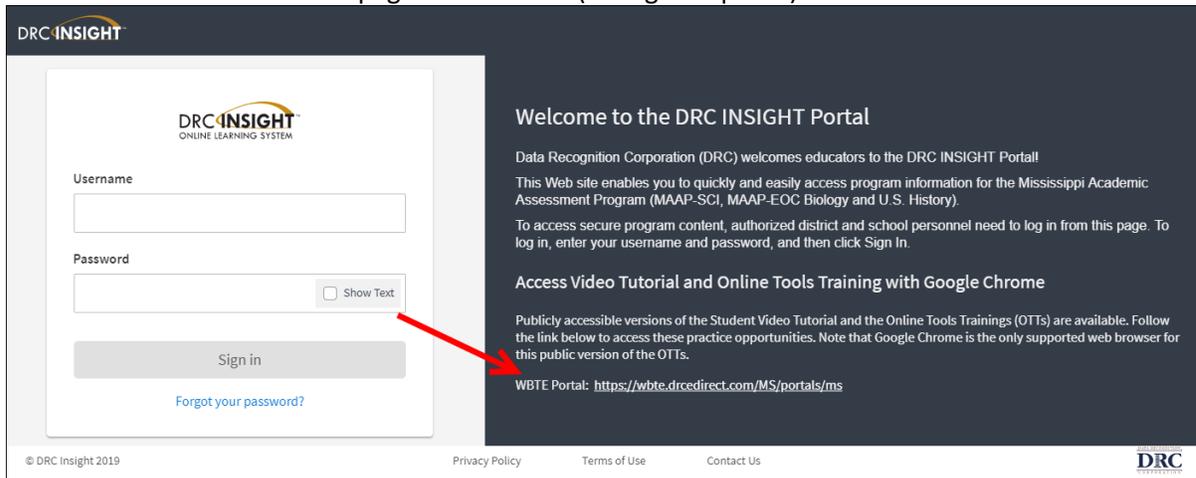
To re-activate a Portal user, select the Activate icon  for the user you want to make active again. When a user is re-activated, an email notification is sent to the user with instructions for logging in.

## Online Testing Video Tutorial

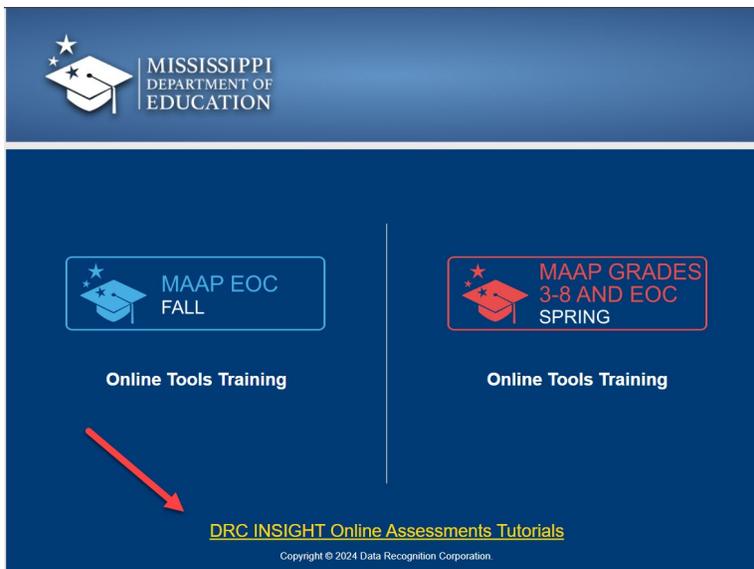
The Tutorial provides information on how to navigate the online system and gives details about the key features of the online testing software to include tools and navigation. The Tutorials should be reviewed by Test Administrators and students prior to testing. The tutorial may be presented to students in a large group setting. The tutorials are available on both the Portal homepage and DRC INSIGHT.

To access the tutorial from the Portal:

1. Select the link from the homepage of the Portal (no login required).



2. Select the Tutorial link at the bottom of the screen.



To access the tutorial from DRC INSIGHT:

1. Launch DRC INSIGHT from any testing device.



2. Select the DRC INSIGHT Online Assessments Tutorials link at the bottom of the screen.

The screenshot displays the Mississippi Department of Education's website interface. At the top left is the logo featuring a graduation cap with three stars, followed by the text "MISSISSIPPI DEPARTMENT OF EDUCATION". Below this, two main content areas are separated by a vertical line. The left area contains a blue box with a graduation cap icon and the text "MAAP EOC FALL", with "Online Tools Training" written below it. The right area contains a red box with a graduation cap icon and the text "MAAP GRADES 3-8 AND EOC SPRING", also with "Online Tools Training" written below it. At the bottom center, a red-bordered box highlights the text "DRC INSIGHT Online Assessments Tutorials". Below this box, the copyright notice "Copyright © 2024 Data Recognition Corporation." is visible.

## Online Tools Training (OTT)

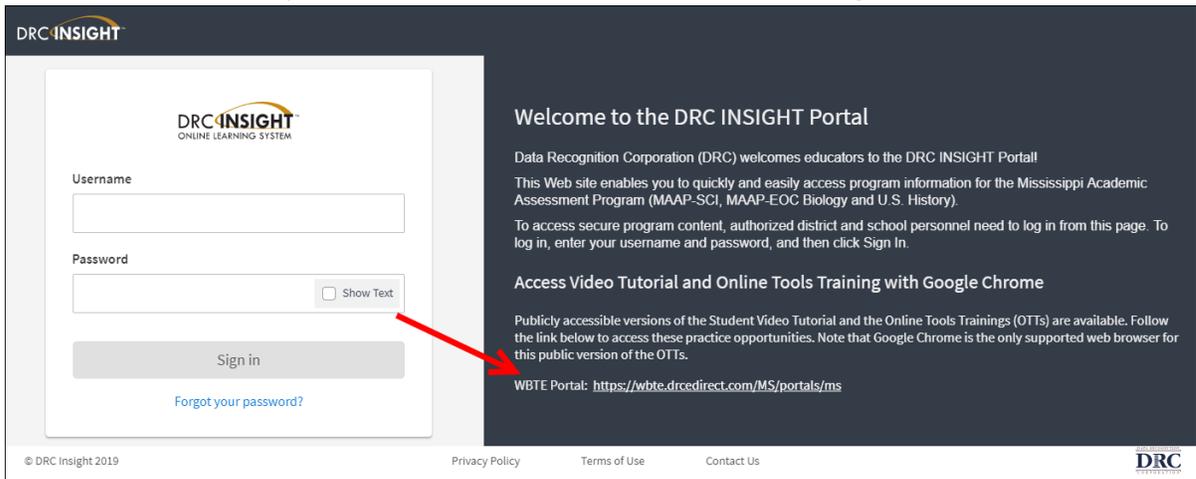
Online tools training, or the OTT, simulates the online testing experience so students may learn how to navigate and use the tools prior to testing. The items included in the OTT are not representative of the actual test content and correct answers are not provided.

All students should be allowed to complete the OTT prior to testing. Students planning to test with supported tablet devices should be given the opportunities to access the OTT with those devices prior to testing.

### To access the OTT via the Portal:

1. Open a Google Chrome web browser.
2. Access <https://ms.drctdirect.com/> and select the link at the bottom of the page (no log in necessary).

**Note:** TTS (text-to-speech) versions are not available when accessing the OTT via the Portal.



### To access the OTT via DRC INSIGHT:

1. Launch DRC INSIGHT from any testing device. 
2. Select the Online Tools Training link for the appropriate administration.



3. Select the appropriate subject and then version —standard or TTS (text-to-speech).  
**Note:** Headphones are needed for any students using TTS.

4. Enter the Username and the Password provided on the sign-in screen. Then, select Sign In.

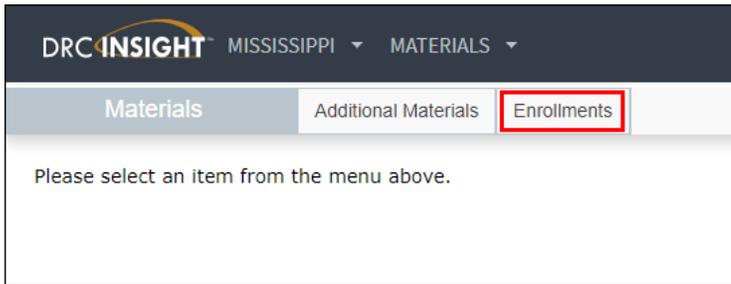
## Materials Ordering

### Enrollment (Initial Material Order)

Print materials are available to students if specified by their IEP/504/LSP plan. All responses from print materials must be transcribed by Test Administrators into the online system for processing and scoring. Instructions for ordering print materials are detailed as follows.

Districts are asked to enter an initial material order during a specified window prior to the test administration. To enter this initial order, follow these steps:

1. Select My Applications, then Materials (under Test Preparation).
2. Select the Enrollments tab.



3. Select the Administration and School for which the materials are needed (your district will prepopulate based on your permissions).
4. Complete the form by filling in the quantity of each print test material needed for that school.

Print Material Order for School 9999-999 (MAAP Fall 2024)				
Material Types	Algebra I	Biology	English II	US History
Standard Test Booklet	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Large-Print Test Booklet	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Braille Test Booklet	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Read-Aloud Script	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

5. Select Save to save your work and come back later during the ordering window. Or Select Complete.

## Additional Material Orders

Districts will also have the opportunity order additional test materials if needed after the initial material order is delivered. To order additional test materials after the initial shipment, follow these steps:

1. Select My Applications, then Materials (under Test Preparation).
2. Select the Additional Materials tab.

**Materials** **Additional Materials**

### Search Additional Materials

[Instructions](#)

\* Indicates required fields

Administration:  \* District:  School:  \*  
Status:  Order #:  Request #:

**Find Orders** **Add Order** **Export Orders**

3. Then, enter the quantity of each material needed for this school in the Request Qty column.
4. Click the Submit button to send the order to DRC for fulfillment.

**Client Entry**

[Instructions](#)

Administration:  District:  School:

Additional Materials Entry Notes

Additional Materials Description	Request Qty	Shipping Qty
EOC Biology Test Form	<input type="text"/>	<input type="text"/>
EOC U.S. History Test Form	<input type="text"/>	<input type="text"/>
EOC Biology Teacher Test Script	<input type="text"/>	<input type="text"/>
EOC U.S. History Teacher Test Script	<input type="text"/>	<input type="text"/>
EOC Biology UEB Braille Test Pack	<input type="text"/>	<input type="text"/>
EOC U.S. History UEB Braille Test Pack	<input type="text"/>	<input type="text"/>
EOC Biology Large Print Test Booklet	<input type="text"/>	<input type="text"/>
EOC U.S. History Large Print Test Booklet	<input type="text"/>	<input type="text"/>
Set of Return Labels	<input type="text"/>	<input type="text"/>
Set of UPS-Return Service Labels	<input type="text"/>	<input type="text"/>

**Submit** **Add Items** **Cancel**

5. DTCs may search for previously submitted orders and modify or cancel them if they have not yet been fulfilled.

**Materials** **Additional Materials**

### Search Additional Materials

[Instructions](#)

\* Indicates required fields

Administration:  \* District:  School:  \*  
Status:  Order #:  Request #:

**Find Orders** **Add Order** **Export Orders**

# Student Management

Student records provided in the registration file will be uploaded into the Portal. If student records do not contain complete information or if the information needs to be modified, DTCs and STCs may add or edit this information. Prior to a test administration, STCs should verify all participating students are loaded into the Portal.

## Search Students

To search for students, follow these steps:

1. Select My Applications, Student Management.
2. Select the Manage Students tab.
3. Select the Administration which you would like to search.
4. Select the District and/or School (these fields may prepopulate based on your permissions).
5. Enter any other desired search criteria.
6. Select Find Students.
7. To clear your search and start over, select Clear.

The screenshot shows the 'Manage Students' interface. At the top, there are tabs for 'Student Management', 'Manage Students' (highlighted with a red box), and 'Student Status Dashboard'. Below the tabs, there are two sub-tabs: 'Manage Students' and 'Upload Multiple Students'. A section titled 'Instructions' contains a red asterisk and the text '\* Indicates required fields'. The search filters include: Administration (MAAP-EOC Fall 2018), District ((All)), School ((All)), Last Name, First Name, MSIS ID, Accommodation Content Area, Accommodation Type, Accommodation, Grade, Demographic, Teacher, Content Area, Session, Online Test Status, and Session Assignment. At the bottom, there are two buttons: 'Find Students' (highlighted with a red box) and 'Clear'.

## Export Student Records

To export search results, follow these steps:

1. Search for students following the previous steps.
2. Select Export to Excel.



Note: Only the search results will be exported to Excel.

## Add Students

Students not included in the Registration File will need to be added to the Portal. There are three ways to add students to the Portal:

1. Adding a new student record via Student Management.
2. Adding a new student record directly to a test session.
3. Uploading multiple student records using a template.

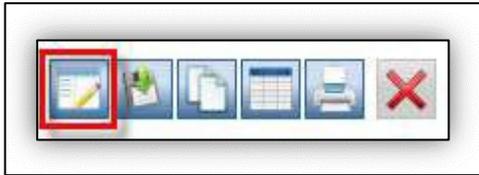
To add a new student **via Student Management**, follow these steps:

1. Select Manage Students under the Student Management application.
2. Select the Administration to which you would like to add a student.
3. Select the District and/or School.
4. Select Add Student (at the bottom of the page).
5. Enter the student's information into the fields on all applicable tabs.
6. Select Save.

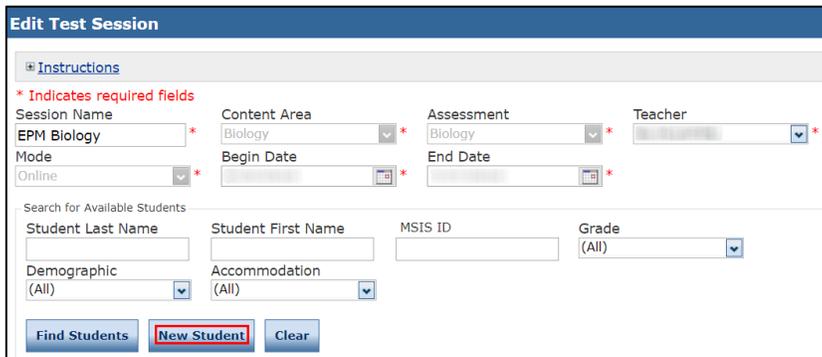
**NOTE:** The student will then need to be added to a test session prior to testing.

To add a new student **directly to a test session**, follow these steps:

1. Select All Applications.
2. Select Test Management.
3. Select the Manage Test Sessions tab.
4. Enter desired search criteria and select Show Sessions.
5. Select the View/Edit action button next to the test session to which you would like to add a new student.



6. To add a new student to the test session, select New Student.

A screenshot of the 'Edit Test Session' form. The form has a blue header with the text 'Edit Test Session'. Below the header is a section titled 'Instructions'. There are several input fields and dropdown menus, some with an asterisk indicating they are required. The fields include: Session Name (EPM Biology), Content Area (Biology), Assessment (Biology), Teacher, Mode (Online), Begin Date, and End Date. Below these is a section for searching for available students, with fields for Student Last Name, Student First Name, MSIS ID, Grade (All), Demographic (All), and Accommodation (All). At the bottom of the form are three buttons: 'Find Students', 'New Student' (highlighted with a red box), and 'Clear'.

7. Enter the student's information into the fields on the Student Detail, Accommodations, and Demographics tabs.

8. Select Save. The student will be automatically placed into the test session.

Note: Student Detail, Accommodations, Demographics, and Test Sessions for students already in the test session can be viewed and edited by double-clicking the student's name in the Available Students and Students in Session lists.

To **upload multiple student records using a template**, follow these steps:

1. Select the Upload Multiple Students tab under the Student Management application.
2. Download the File Layout and Sample File.
3. Create a .csv upload file using the file layout provided.
4. Select the Administration to which you would like to add student records.
5. Select the District and School (these fields may be prefilled based on your permissions).
6. Add your file by selecting Browse and choosing the file.
7. Select Upload.

**NOTE:** The students will then need to be added to a test session prior to testing.

## Edit Students

To edit student records, follow these steps:

1. Select Manage Students under the Student Management application.
2. Select the Administration you would like to search.
3. Select the District and School (these fields may be prefilled based on your permissions).
4. Perform a search to find the student records that needs to be modified.
5. Select the Edit Student icon in the Action column for the student.

Students						
<input type="checkbox"/>	Last Name ▲	First Name ▲	MSIS ID	Date Of Birth	Grade ▲	Action
<input type="checkbox"/>	Student	Sample	123456789	1/16/2002	11	

6. Update the record or add missing information under the Student Detail, Accommodations, or Demographics tab and then select Save.

# Accessibility and Accommodations

## Accommodations

The following online, print, and testing accommodations are available to students according to their IEP/504/LSP.

**Important note:** the student will receive the appropriate online accommodation if it is marked on the student’s record prior to the student beginning an online test. If a student starts a test (i.e., status of In Progress) without the proper online accommodation(s) marked, proceed as follows:

- **10 or less items visited** – DTC calls DRC Customer Service to regenerate the test after the STC has marked the appropriate online accommodation. DTC submits a MAAP District Request Form in Caveon Core.
- **11 or more items visited** – DTC calls DRC Customer Service to obtain a Case Number. District convenes to make IEP/504/LSP team decision (a, b, c). DTC Submits a MAAP District Request form. If a regeneration is needed, DRC contacts the MDE for approval to regenerate test.

Type	Accommodation
Testing	Extra time – Cannot extend beyond the end of the instructional day [20]
Testing	Administer the test over consecutive days [25]
Online	Large print (paper test) or online enlargement [40]
Online	Braille [41]
Testing	Supplemental Aids [48]
Online	Text-to-Speech (TTS) – Read test questions and answer choices [55 - TTS]
Online	Human Reader/Human Signer – Read test questions and answer choices, ASL sign test questions [55 - HR]
Online	Paper test [62]
Online	Scribe/Transcription [70]
Testing	Native language dictionaries for EL students [81]
Testing	Specify additional, allowable accommodation(s). Use a separate number in the specified range for each one. [93-99]

## Add or Modify Accommodations for a Student Record

Prior to testing, accommodations must be added to student records as needed according to their IEP/504/LSP.

Follow these steps to add or modify accommodations for a single student record:

1. Select My Applications, Student Management, then the Manage Students tab.
2. Select the Administration, the District and School (these fields may be prefilled based on your permissions).
3. Perform a search to find the student.
4. Select the View/Edit Student icon in the Action column to the right of the student being edited.
5. Select the Accommodations tab and check (or uncheck) the appropriate accommodation(s) for the student record.
6. Select Save.

Accommodations			
Type	Accommodation	Biology	U.S. History
Online	Text-to-Speech (TTS) [55 only]	<input type="checkbox"/>	<input type="checkbox"/>
Online	Read Aloud (Online) [53 Read test directions (but not test items). Repeat/paraphrase the directions if needed]	<input type="checkbox"/>	<input type="checkbox"/>
Online	Read Aloud (Online) [55 Read test directions and test items. Repeat directions and items as needed; No paraphrasing.]	<input type="checkbox"/>	<input type="checkbox"/>
Online	Read Aloud (Online) [58 Read test directions and test items. Repeat directions/items and paraphrase only the directions, as needed.]	<input type="checkbox"/>	<input type="checkbox"/>
Online	Masking [46]	<input type="checkbox"/>	<input type="checkbox"/>
	Paper Pencil [23] Allow marking		

## Add Accommodations to Multiple Student Records

Follow these steps to add or modify accommodations for multiple student records:

1. Select My Applications, Student Management, then the Manage Students tab.
2. Select the Administration, the District, and School (these fields may be prefilled based on your permissions).
3. Perform a search to find the students.
4. Check the box next to each student that needs the same accommodation change.
5. Select the Update Accommodations button at the bottom of the screen.
6. In the Update Accommodations for Multiple Students box, first choose the update mode: Assign Accommodations or Remove Accommodations.  
Note: you may only add or remove within a single update.
7. Check the box for the accommodation(s) that you would like to add or remove for the selected students.
8. Select Save.

**Update Accommodations for Multiple Students**

The Accommodations selected (checked) below can be either Assigned or Removed from the Students selected on the previous screen.

[Instructions](#)

Update Mode

Assign Accommodations

Remove Accommodations

Accommodations			
Type	Accommodation	Biology	U.S. History
Online	Text-to-Speech (TTS) [55 only]	<input type="checkbox"/>	<input type="checkbox"/>
Online	Read Aloud (Online) [53 Read test directions (but not test items). Repeat/paraphrase the directions if needed]	<input type="checkbox"/>	<input type="checkbox"/>
Online	Read Aloud (Online) [55 Read test directions and test items. Repeat directions and items as needed; No paraphrasing.]	<input type="checkbox"/>	<input type="checkbox"/>
Online	Read Aloud (Online) [58 Read test directions and test items. Repeat directions/items and paraphrase only the directions, as needed.]	<input type="checkbox"/>	<input type="checkbox"/>
Online	Masking [46]	<input type="checkbox"/>	<input type="checkbox"/>
Print	Paper Pencil [72] Allow marking answers in booklet for transfer to online test system by TA	<input type="checkbox"/>	<input type="checkbox"/>

## Verify Accommodations are Marked for Student Records

To ensure that accommodations are appropriately marked for student records, information can be exported into Excel for all students at the school level. Follow these steps to export student details:

1. Select My Applications, Test Management, then Manage Test Sessions.
2. Select the Administration, the District, and School (these fields may be prefilled based on your permissions).
3. Select the Show Sessions button.
4. Select the Export Student Details button to export information into Excel.



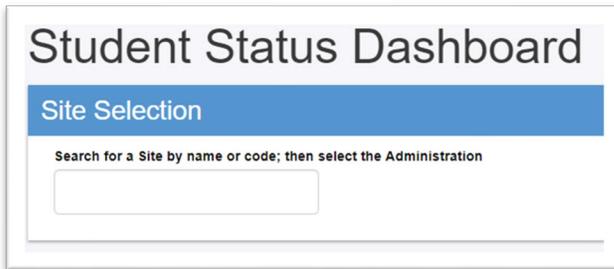
# Online Testing Status

## Student Status Dashboard

The student status dashboard allows you to view student testing status by grade, content area, assessment, and individual student.

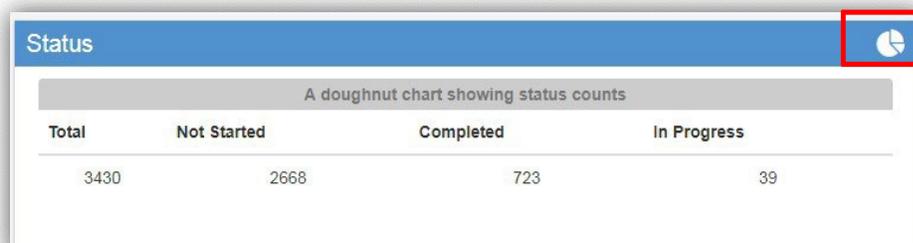
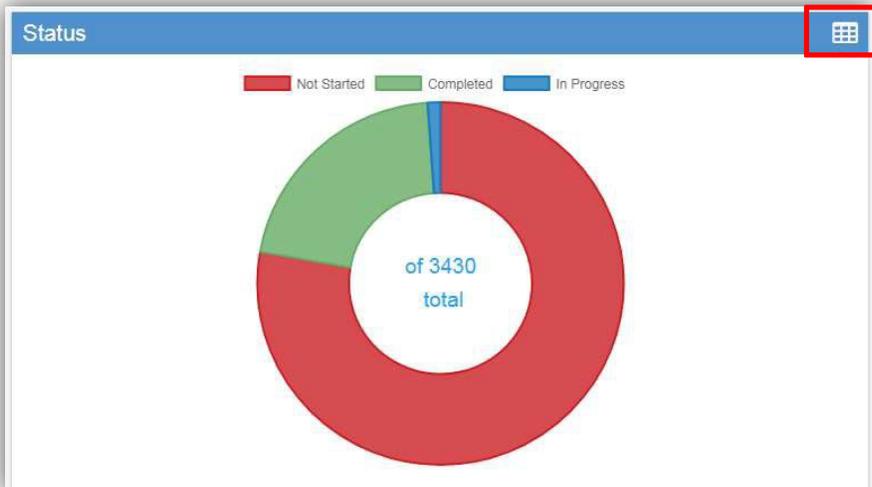
Follow these steps to search for student status by site:

1. Select Student Status Dashboard under the Student Management application.
2. Type the name of the site (or the site code) in the box and then follow the prompts to select an administration, if applicable.



The screenshot shows the 'Student Status Dashboard' interface. It features a search box labeled 'Site Selection' with the instruction 'Search for a Site by name or code; then select the Administration'. Below the search box is an empty input field.

Information on student testing status by school, grade, content area, and assessment will display. All colored graphs are dynamic, allowing users to click into sections to get more information about that group of students. The button in the top right corner of each box allows you to change the view from chart format to grid format. Further down the page will display a list of students at that site and their status.



The table view displays the same data as the donut chart, showing the total number of students and the count for each testing status category.

Total	Not Started	Completed	In Progress
3430	2668	723	39

## Test Monitoring Application (TMA)

The Test Monitoring Application in the DRC INSIGHT Portal allows the ability to monitor testing activity throughout the duration of student testing by using secure Monitoring Codes. To do this, the School Test Coordinator (STC) will open the Test Monitoring application where a unique monitoring code will be assigned. The Test Administrator will share this code with the students the STC will be monitoring. This code can be shared with students at the same time as test tickets are distributed. The secure Monitoring Code should not be shared via email. After logging in to a test, students will enter the Monitoring Code and they will then show up on the Test Monitoring Dashboard. This is an optional feature within the DRC Portal to be used at the district and school coordinator's discretion.

Test Monitors have the flexibility to track students across different test administrations and across different locations, if needed. Test Monitors can only see participants using their Monitoring Code and cannot share their Monitoring Code with other DRC INSIGHT Portal users. There is also an optional ability to control when students start a test by configuring the "Restricted Access" option. Test Monitoring and Restricted Access options are configurable on the test session level. The Add/Edit Test Session screen will allow the user to select how to configure the test session as it relates to Test Monitoring. The Test Monitoring application includes online help that is launched directly from the DRC INSIGHT Portal. The Test Monitoring Online Help covers all aspects of the Test Monitoring functionality.

To use the test monitoring application (TMA), you will need to choose the desired settings in each test session:

- Test Monitoring:
  - None = Test Monitoring will not be used
  - Required = Students are required to enter a Monitoring Code to test
  - Optional = Students have the option to enter a Monitoring Code, but can also bypass Test Monitoring
- Restricted Access:
  - True = Students must wait for Test Monitor to open the test to begin
  - False = Either Test Monitoring is not used, or students move directly into test after entering the Monitoring Code

More information on where to indicate those settings is found in the Test Management section of this manual.

Visit the Test Monitoring Application on the Portal by selecting My Applications, Test Monitoring. The Monitoring Code must be obtained from this page and provided to Test Administrators. Please note, the Monitoring Code is valid for up to 5 days. The expiration date/time is listed just below the code. You can also generate a new code anytime by selecting the two arrows forming a circle next to the code.

DRC INSIGHT MISSISSIPPI TEST MONITORING ? CB

### Test Monitoring Dashboard

Monitoring Code: OVAL8594

Expires: Tuesday, August 30th, 2022 at 11:59 p.m.

Waiting Room All

Show Filters Panel Allow Access

No participants with this monitoring code match the current filters.

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The Test Monitoring page in the Portal is also where students and their test statuses will appear once they enter the monitoring code and begin testing. If you choose to use the Restricted Access feature, students will first appear on the Waiting Room tab. Restricted Access means students will need to wait for the test monitor to allow them to begin testing. When you are ready, allow the students in the Waiting Room to begin testing. Once students begin actively testing, they will appear on the All tab. Progress is the number of answers the participant has submitted out of the expected number of answers for that part of the test. N/A will appear when the participant has not yet begun testing. Navigation is the part of the test and screen that the participant is currently viewing in the Test Engine.

DRC INSIGHT SHOWCASE TEST MONITORING ? SB

### Test Monitoring Dashboard

Monitoring Code: TOSS7284 | Expires: Monday, March 8th, 2021 at 11:59 p.m. [Generate New Code](#)

Waiting Room All (5)

Show Filters Panel Allow Access

<input checked="" type="checkbox"/>	Last Name ↑	First Name	Actions	Assessment	Status	Navigation	Progress	Registration Start
<input type="checkbox"/>	Bertram	Andrew		Biology	Active	Biology: Question: 15/60	15/60	Mar 08 3:28 PM
<input type="checkbox"/>	Faust	Sharlene		Biology	Active	Biology: Question: 10/60	55/60	Mar 08 3:28 PM
<input type="checkbox"/>	Harris	Adari		US History	Paused	US History: Pause Test	5/60	Mar 08 3:28 PM
<input type="checkbox"/>	Jones	Marcus		US History	Active	US History: Test Directions	N/A	Mar 08 3:29 PM

<b>Test Monitoring Application – Status Definitions</b>	
Active	Participant is registered to the Monitoring Code and may be actively testing; is not in one of the other statuses
Waiting	Participant is in the Waiting Room and needs to be allowed into the test
Inactive	Participant has done no navigation within the Test Engine for at least 5 minutes
Paused	Participant has Paused the test
Exited	Participant has exited the Test Engine either from using the Exit button, closing the Test Engine or from timing out on the Pause Test screen
Completed	Participant has submitted that part of the test

## Teacher Management

Teacher records provided by the state department of education will be automatically uploaded into the Portal. If teacher records do not contain complete information or if the information needs to be modified, the record can be edited via the Portal.

### Search/Edit Teachers

To search or edit teacher records, follow these steps:

1. Select **Manage Teachers** under the Teacher Management application.
2. Select the **Administration** you would like to search.
3. Select the **District** and **School** (these fields may be prefilled based on your permissions).
4. Enter any additional search criteria.
5. Select **Find Teachers**.
6. Select the **Edit Teacher** icon in the Action column to the right of the teacher being edited, make the necessary changes, and then Save.



District	School	Last Name	First Name	Advisor ID	Email	Action
<input type="checkbox"/> DRC Use Only - Sample District	DRC Use Only - eDirect Sample School	Teacher	Sample	1122334455		

To export search results, follow these steps:

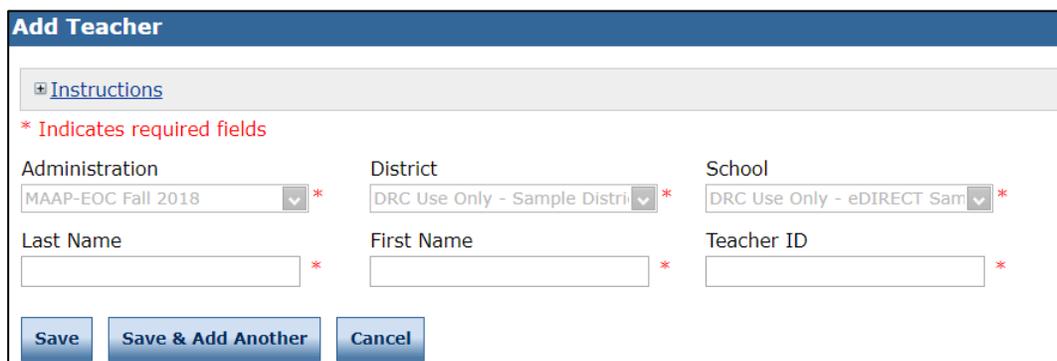
1. Search for teachers.
2. Select **Export to Excel**.

Note: Only the search results are exported to Excel.

### Add Teachers

To add teachers, follow these steps:

1. Select **Manage Teachers** under the Teacher Management application.
2. Select the **Administration** you would like to search.
3. Select the **District** and **School** (these fields may be prefilled based on your permissions).
4. Select **Add Teacher** (at the bottom of the page).
5. Enter the required information. **Note:** Input the teacher's license number in the Teacher ID field.
6. Select **Save**, or to add another teacher, select **Save & Add Another**.



**Add Teacher**

[Instructions](#)

\* Indicates required fields

Administration MAAP-EOC Fall 2018 *	District DRC Use Only - Sample Distri* *	School DRC Use Only - eDIRECT Sam* *
Last Name *	First Name *	Teacher ID *

To **upload multiple teacher records using a template**, follow these steps:

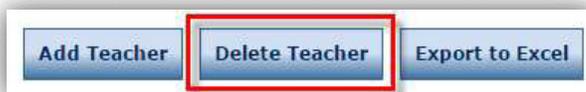
1. Select the **Upload Multiple Teachers** tab under the Teacher Management application.
2. Download the File Layout and Sample File.
3. Create a .csv upload file using the file layout provided.
4. Select the **Administration** to which you would like to add teacher records.
5. Select the **District** and **School** (these fields may be prefilled based on your permissions).
6. Add your file by clicking **Browse**.
7. Select **Upload**.

## Delete Teachers

DTCs/STCs can delete teachers who are no longer with a district/school.

To delete teachers, follow these steps:

1. Select **Manage Teachers** under the Teacher Management application.
2. Select the **Administration**.
3. Select the **District** and **School** (these fields may be prefilled based on your permissions).
4. Enter any additional search criteria.
5. Select **Find Teachers**.
6. Check the box(es) next to the teacher record(s) you wish to remove.
7. Select the **Delete Teacher** button.



8. Select **Delete Teacher** in the pop-up window to confirm.

## Test Management

Test sessions are used to assign students to an assessment and to generate Student Test Tickets. Students use information on their tickets to sign in to the online test.

### Test Session Tips

DTCs and STCs should follow the steps below to create test sessions and assign students to a session.

**Note:** Teacher records should already be in the Portal before creating test sessions. If the teacher is not available when searching, follow the instructions in this manual to add a teacher.

### Add a Test Session

2. Select **Manage Test Sessions** under the Test Management application.
3. Select the **Administration**.
4. Select the **District** and **School** (these fields may be prefilled based on your permissions).
5. At the bottom of the Test Sessions screen, select **Add Session**.
6. On the Add Test Session page, enter the required information (indicated by an asterisk [\*] next to the field).
  - Session Name  
**Note:** Since a student's teacher might not actually be the individual who administers the test (i.e., Test Administrator), input the Test Administrator's name as part of the Test Session name. For example, if John Smith is going to be a Test Administrator for a first-period Biology class, the session could be named "Biology 1<sup>st</sup> Period John Smith."
  - Content Area
  - Assessment
  - Teacher
  - Test Monitoring:
    - None = Test Monitoring will not be used
    - Required = Students are required to enter a Monitoring Code to test
    - Optional = Students have the option to enter a Monitoring Code, but can also bypass Test Monitoring
  - Restricted Access:
    - True = Students must wait for Test Monitor to open the test to begin
    - False = Either Test Monitoring is not used, or students move directly into test after entering the Monitoring Code
7. Select **Find Students**, after entering any optional search criteria.
8. Select student from the Available Students list (to select more than one student, use Ctrl + Click).
9. Select the Right Arrow icon to move the selected student(s) from the Available Students list to the Students in Session list.
10. Select **Save**.

**Edit Test Session**

When Test Monitoring selection is Required, ensure the Test Administrator has the Test Monitoring - Access permission so that they can provide the Monitoring Code to the students in this Test Session

[Instructions](#)

\* Indicates required fields

Session Name \*    Content Area \*    Assessment \*    Teacher \*

Mode \*    Begin Date \*    End Date \*

Test Monitoring \*    Restricted Access \*

Search for Available Students

Student Last Name     Student First Name     MSIS ID     Grade

Demographic  (All)    Accommodation  (All)

Available Students:

Students in Session:  
Sample, Student (343434343)

Double-click to edit Student    Double-click to edit Student

To **upload multiple test sessions using a template**, follow these steps:

1. Select **Manage Test Sessions** within the Test Management application.
2. Select the **Upload Multiple Test Sessions** tab.
3. Download the File Layout and Sample File.
4. Create a .csv upload file using the file layout provided.
5. Select the **Administration** for which you would like to add test sessions.
6. Select the **District** and **School** (these fields may be prefilled based on your permissions).
7. Add your file by clicking **Browse**.
8. Select **Upload**.

**Helpful Hints:**

- To quickly update student demographics and accommodations in a test session, double-click on the student’s name on the Add/Edit Test Session screen.
- Test sessions can be edited at any time, but they cannot be deleted if any of the students within the session have begun testing. The Delete icon is unavailable (grayed) when a test session is either In Progress or Complete.
- When editing a test session, the content area or assessment can be changed ONLY when there are no students in the Students in Session list on the Edit Test Sessions screen.

**Edit/Delete/Export Test Sessions**

Follow these steps to edit/delete test sessions:

1. Select **Manage Test Sessions** under the Test Management application.
2. Select the **Administration**.
3. Select the **District** and **School** (these fields may be prefilled based on your permissions).
4. Enter any additional filtercriteria.

5. Select **Show Sessions**.

**Test Sessions**

Manage Test Sessions | Upload Multiple Test Sessions

**Instructions**

\* Indicates required fields

Administration: MAAP-EOC Fall 2018 \*  
 District: DRC Use Only - Sample Dist  
 School: DRC Use Only - eDIRECT Sa

Last Name:   
 First Name:   
 MSIS ID:

Session:   
 Teacher: (All)

Content Area: (All)  
 Assessment: (All)

**Show Sessions** | Print All Tickets

6. To edit a test session, select the **View/Edit** icon in the Action column next to the test session, and make changes, as needed.

<input type="checkbox"/>	DRC Use Only - Sample District	DRC Use Only - eDirect Sample School	EPM Biology	Biology	Not Started	6/20/2018	7/27/2018	
--------------------------	--------------------------------	--------------------------------------	-------------	---------	-------------	-----------	-----------	---

**Note:** When editing a test session, the content area or assessment can be changed **ONLY** when there are no students in the Students in Session list on the Edit Test Sessions screen.

7. To delete a test session, select the **Delete** icon in the Action column.

**Note:** Test sessions can be edited at any time, but they cannot be deleted if any of the students within the session have begun testing. The Delete icon is unavailable (grayed) when a test session is either In Progress or Complete.



8. To export information into Excel for a single test session, select the **Export Details** button under the Action column for the appropriate Test Session.

<input type="checkbox"/>	DRC Use Only - Sample District	DRC Use Only - eDirect Sample School	EPM Biology	Biology	Not Started	6/20/2018	7/27/2018	
--------------------------	--------------------------------	--------------------------------------	-------------	---------	-------------	-----------	-----------	---

9. To export information in Excel for multiple test sessions found in your search, select the **Export Student Details** button at the bottom of the screen.



This export contains the form number, username, and password assigned to each student. This data may be sorted as needed to create seating charts.

Test Session Status	
Not Started	No students in the test session have started testing.
In Progress	One or more students in the session have started or completed testing.
Complete	All the students in the session have completed testing.

## Copy Test Sessions

Test sessions may be copied to create more than one test session for the same group of students. Follow these steps to copy a test session:

1. Select **Manage Test Sessions** under the Test Management application.
2. Select the **Administration**.
3. Select the **District** and **School** (these fields may be prefilled based on your permissions).
4. Select **Show Sessions**.
5. Select the **Copy Session** action icon on the session that contains the group of students that are needed for another session.



6. Enter a Test Session Name in the Session Name field.
7. Complete the other required fields; all students will move into the Students in Session list.
8. Select **Save**.

## Print Student Test Tickets and Roster

Follow these steps to view or print Student Test Tickets for a test session:

1. Select **Manage Test Sessions** under the Test Management application.
2. Select the **Administration**.
3. Select the **District** and **School** (these fields may be prefilled based on your permissions).
4. Enter in any additional criteria.
5. Select **Show Sessions**.
6. To print:
  - a. For an entire test session, select the **Print All Tickets** action icon next to the desired test session. If the assessment has more than one section of testing, such as English II/ELA Session 1, test tickets for all sections will print.



- b. For a subset of tickets from a test session, select the **Edit/Print** icon in the Action column next to the test session.



- i. If the assessment has more than one section of testing, select which day to print from the **Status By Module** drop-down menu.



- i. Either select the test tickets by checking the box next to the applicable students and selecting **Print Selected**, or select **Print All** to print all the tickets for the displayed section of the assessment.
8. A PDF file will open containing a roster of tickets being printed and the student test tickets. Print the PDF file and separate the tickets for distribution to students at testing time.

Test Ticket Status	
Not Started	Student has not started the test.
In Progress	Student has begun testing.
Complete	Student has completed testing.
Locked	The test is locked and may need to be unlocked to proceed with testing.

## Student Test Ticket (secure document)

The Student Test Ticket includes information such as the name of the assessment, test session name, student name, username, and password. Online accommodations, if applicable, are also included.

MAAP-EOC Fall 2018 Biology	
Student Name:	LastName, FirstName
MSIS ID:	1111243
Date of Birth:	12/1/2006
School:	Greenside High School
Test Session:	Johnson,1st Hour, EMK
Online Accom:	TTS
Username:	
Password:	

## Student Test Roster (secure document)

In addition to the Student Test Tickets, a Student Test Roster will be printed. The Student Test Roster lists the students in the test session.

MAAP-EOC Fall 2018 Student Test Roster						District: DRC Use Only - Sample District School: DRC Use Only - eDirect Sample School Assessment: Biology 1 Test Session: EPM Review	
Form	Student Name	MSIS ID	Username	Password	Accommodations	Test Ticket	
						Out	In
1	ADL, EPN	852698745	EASL2		SL=MSL	___	___
2	ADL, EPN	124587532	EASL4		SL=MSL	___	___
3	ADL, EPN	002365842	EASL3		SL=MSL	___	___
4	EmergHVA, EPN	001475826	EEmergHVA2		SL=MSL	___	___
5	EmergHVA, EPN	009853652	EEmergHVA1		SL=MSL	___	___

## Unlock Test Tickets

Test Tickets lock overnight when a test has been started (status of In Progress), but not completed within the same day. Please see the Test Coordinator Manual for more detailed information regarding Locked Tickets scenarios before proceeding with unlocking. **MDE approval is needed for some scenarios (please refer to the Test Coordinator Manual for specific unlock situations).**

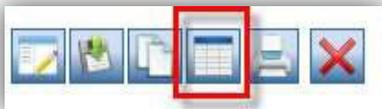
Students may need to sign back in to a locked test if they:

- Pause a test but do not resume testing on that same day.
- Start a test but do not complete testing on that same day.
- Accidentally submit a test when they have not yet responded to all test questions.

DTCs are the only personnel who have the authority to unlock student test tickets for the above scenarios. STCs and Test Administrators should not complete this task.

Follow these steps to unlock a test ticket from the test session:

1. Select **Manage Test Sessions** under the Test Management application.
2. Select the **Administration**.
3. Select the **District** and **School** (these fields may be prefilled based on your permissions).
4. Enter in any additional criteria.
5. Select **Show Sessions**.
6. Find the test session within the list and select the **Edit/Print Ticket Status** Action Icon.



7. Find the Student in the list (you can filter the student list by last name and/or ticket status).

Last Name	Status	Filter	Clear
<input type="text"/>	(All) <input type="button" value="v"/>		

8. Select the **Unlock** action icon for the identified student. The student will then be able to log into their test again using the original test ticket.



If unlocking more than one student within a single test session, you may also check the boxes next to the student names and select the **Unlock Selected** button.



If unlocking all students within a single test session, you may select the **Unlock All** button.



Follow these steps to unlock a test ticket from the student profile:

1. Select **Manage Students** under the Student Management application.
2. Select the **Administration**.
3. Select the **District** and **School** (these fields may be prefilled based on your permissions).
4. Enter in any additional criteria.
5. Select **Find Students**.
6. Find the student within the list and select the **View/Edit** Action Icon.



7. When the Edit Student box opens, select the **Test Sessions** tab.
8. Find the test ticket that needs to be unlocked and select the **Unlock** Action Icon.

Student Session Detail								
District	School	Session Name	Assessment	Status	Begin Date	End Date	Action	
DRC Use Only - Sample District	DRC Use Only - eDirect Sample School	Student's Session	Biology	Locked	06/11/2018 04:51 PM ET			

## Report Delivery

Reports for each program are delivered electronically. Follow these steps to view **district data files** or **individual student reports (ISRs)**:

1. Select **View Reports** from the Report Delivery application.
2. Select the **Administration** you would like to search.
3. Select the **District** and **School** (these fields may be prefilled based on your permissions).
4. Select the Report type to see a specific report or leave blank to see all reports for that administration.
5. Select **Show Reports**.

**View Reports**

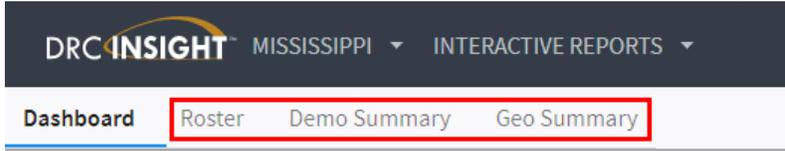
Administration  
(All) ▼

District (All) ▼      School (All) ▼      Report (All) ▼

Show Reports

Follow these steps to view **roster** and **summary** reports:

1. Select **My Applications, Interactive Reports**.
2. Select the report you would like to view from the list in the top menu.



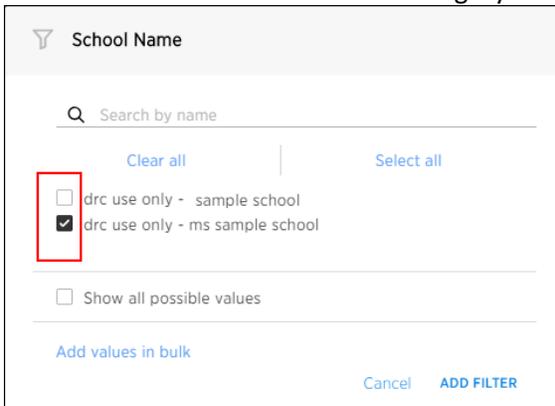
3. Download any report as a CSV, XLSX, or PDF to save or print by hovering in the top right corner of the report and selecting the 3 vertical dots. Then select the document type for your download.



4. Reports may be filtered to show specific groups of students, as needed. Select the filter for the category you would like to update.



5. Select the desired values for the category filter and select Add Filter.



6. The filtered reports may also be downloaded as described in step 3.